

REQUIRED ATTACHMENTS FOR RESIDENTIAL CARE PROVIDER CERTIFICATION

The following material must be provided with each Residential Care Provider Certification Application:

- A. List of current governing board members
 - Denote physician or health services professional in psychology
 - Do not identify by name the consumer board member; attach statement signed by the CEO which attests there is primary or secondary consumer representation on the board pursuant to 440 IAC 6-2-3(c)(2).
- B. Documentation of educational qualifications and managerial experiences of the Chief Executive Officer (Master's degree required)
- C. Copies of current professional health provider licenses of a board member and of the professional services director
- D. List of names and positions of executive staff
- E. Description of the services to be provided and how the organization will provide them
- F. Evidence of general liability insurance in the minimum amount of \$500,000
- G. Copy of procedures to ensure protection of client rights according to IC 12-27 and confidentiality (IC 16-39)
- H. Copy of client rights provided to the consumer and a copy of the client rights forms to be signed by the client
- I. Copy of the complete accreditation report, including all correspondence relating to the report for Residential Care Providers who operate Supervised Group Living Facilities or Sub-Acute Stabilization Facilities
- J. Copy of any existing waiver from DMHA
- K. Copy of the most current annual audit, including the balance sheet of assets and liabilities, prepared by an independent certified public accountant